

Minutes of the Morley Memorial Resources Committee

15 March 2016

Attendance: Caroline Louth (CL)
Guy Turner (GT)
Nikki Brown (Head)
Philip Colligan (PC) (Chair)
Sarah Smalley (SSm)
Tim Fox (TF) (School Business Manager)
Emma Linney (Clerk)

Apologies: Sarah Seed (SS)

Venue: School

Matt Casey (MC) for item 8

	Notes	Actions
	The Chair used his discretion to alter the order of the agenda items. However, for ease of the reader, these minutes will follow the order of the agenda.	
1.	Apologies None.	
2.	AOB Head: Cycle and scooter racks.	
3.	Declarations of interest Tim Fox notified the Meeting of his role at the Rock Baptist Church, which the school regularly lets the hall and community room to.	
4.	Minutes of previous meeting 5 February 2016 (circulated) and matters arising	

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	<p><u>Item 7 – school contracts (pp.4)</u> – TF would be preparing a list of school contracts as part of the budget preparation process and would bring this to the next meeting.</p> <p><u>Item 8: school redevelopment (pp.4)</u> – a schedule of works would be provided once planning approval had been obtained.</p> <p>The minutes were agreed as a true record and signed by the Chair.</p>	<p>Clerk – upload minutes to school website</p>
<p>5.</p>	<p>Committee membership and training</p> <p><u>Training</u> SSm had attended the safer recruitment course. The Head asked her to forward a copy of her certificate to the office for the School’s Central Record.</p> <p>PC would be attending the school funding and budgeting course in the summer term.</p>	<p>.</p>
<p>6.</p>	<p>Finance</p> <p><u>Schools Financial Value Standard (circulated)</u> The Committee reviewed the SFVS documentation, which had been prepared, based upon the draft financial audit report. The full audit report would come to the next meeting of the Committee.</p> <p>The SFVS was agreed and signed by the Chair.</p> <p><u>BCR February 2016 (circulated)</u> The Committee reviewed the figures at length.</p> <p>TF provided an update. He and CL had met with the Local Authority finance advisor last week and agreed a slight amendment to the outturn figures in preparation for the budget setting process. £196,000 was unspent and would be carried forward to 2016-17, however most of this was allocated to staffing in the next two financial years, leaving a predicted surplus of £30,000 at the end of 2017-</p>	<p>Financial audit report to next meeting</p>

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	<p>18. A final budget-setting meeting would be held with the finance advisor on 18th April.</p> <p><u>Pre-budget planning (paper circulated)</u> The Head talked through key points. She was addressing the need to better track pupil premium spending and impacts with a new PP budget code, which would include direct staffing costs. She had also devised a new PP impacts report, which would look similar to the SDP. The Committee welcomed this.</p> <p>A GB asked for clarification on what 3.5 % of the school's Formula Funding was (to be allocated to the SDP each year). Head: Approximately £48,000.</p> <p>The Committee welcomed the proposed changes in spending for the new financial year.</p>	
7.	<p>Pay and Personnel</p> <p>The Head had met with EPM to discuss the current contract and had agreed a termly surgery with a manger from the organisation. The contract would therefore be renewed but could be cancelled with 3 months notice. The Committee asked the Head to provide a further update at the Autumn 1 meeting of the Committee.</p> <p>The service level agreement for the forthcoming year would need to be signed off at the next FGB.</p>	<p>Clerk – EPM SLA to next full govts.</p> <p>Carry forward EPM update to Autumn term.</p>
8.	<p>Update on Breakfast, after school and holiday club (report circulated)</p> <p>Matt Casey highlighted key points. The waiting list for after school club places continued to grow, with parents of the new September intake already registering their interest for places. The breakfast club was also busier than ever. Holiday club usage was consistent with approx. 25 children attending each day during the holidays. Staffing continued to be an issue; part-time, low paid playworker roles lended themselves to students, and this invariably generated high staff turnover. Furthermore, the local authority set the pay band and the school had no flexibility around this.</p>	

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A GB asked whether parents had been surveyed recently, and if the Committee could see the findings.

MC: A survey would be commissioned after the Easter holiday club, and the results would be shared at a later date.

A GB asked whether some children attended breakfast, after school and holiday club, and if so, whether sufficient variation in activities was offered.

MC: This would include a few children, mostly in the younger year groups.

A GB asked whether more exciting or challenging activities were planned for Easter, following discussions about the offer at previous Committee meetings.

MC: staff ratios required for off-site expeditions make outings prohibitively costly. Furthermore, parental feedback had not shown any real demand. It was felt that bespoke providers like Mad Science were able to fulfil this remit.

There was a discussion about the kind of provision the school should offer. The Head felt that children had more structure in their lives than ever before, and that research showed that this was contributing to rising stress levels in children. She felt that there was a place for unstructured, play-based learning with free choice, and that the Morley offer met this need. Parents were free to choose more structured holiday club activities if they wished to do so, at a higher cost. The Committee was in agreement that affordability was important, so as not to exclude families from the scheme who could not afford more expensive provision.

The Committee thanked MC and his team for running a successful, popular and highly regarded scheme.

Review of breakfast, after school club and holiday charges

TF and MC presented proposed fees for the coming financial year. The Committee agreed that the aim was to provide affordable, good quality provision for as many children as possible, and that maximising profit was not the driver.

Carry forward parental survey and detailed breakdown of running cost per session, including staffing.

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	<p>A GB asked if it was no longer felt necessary to bring the breakfast and after school club rates closer together, which had been the aim in the past. TF: Breakfast club costs were in line with other local provision, and demand for places was not as high as for after school club.</p> <p>The Committee agreed to the proposed increase in charges.</p> <p>MC advised that late collection from after school club was a daily problem, and incurred staff overtime costs. He proposed an increase in the late collection fee to £1 per minute from 50p, in line with other settings. The Committee agreed to this raise.</p>	
9.	<p>Premises</p> <p>Annual premises inspection GT (Health and Safety Link Governor), PC and TF would conduct the annual premises inspection in the summer term.</p> <p>Building redevelopment (update circulated) A few minor holdups had meant that the planning application had not yet been submitted. The Head was of the opinion that an application would be submitted shortly and had received assurance that the delay would not impact the scheduled start date.</p> <p>Review of lettings fees (paper circulated) TF talked through main points and proposed an increase in lettings costs of 50p per hour. This matched other local provision.</p> <p>The Committee approved the new rates.</p>	Clerk – arrange date for premises inspection

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10.	<p>Policy reviews (all circulated)</p> <p><u>School digital prospectus:</u> There were no comments or amendments. The benefit of the new digital prospectus was that it enabled the Head to update it as and when required in order to keep it current, and without the cost of producing a paper prospectus. The next update would be for prospective parents for the 2017/18 intake and would include end of year results.</p> <p><u>Data Protection:</u> TF reported that there were no amendments required. The policy was agreed and would be reviewed again in 2 years.</p> <p><u>Freedom of Information:</u> The Committee asked the Clerk to check whether there was an e-safety policy and if so, to list it on the policy. The policy was otherwise agreed and would be reviewed again in 2 years.</p> <p><u>Governor allowances:</u> TF had updated the policy in line with statutory requirements. The policy was agreed and would be reviewed again in 2 years.</p>	<p>Clerk: check for e-safety policy.</p> <p>Clerk: upload revised policies to GB website and school website were appropriate.</p>
11.	<p>Communications</p> <p>The Head put forward a proposal for a school Twitter account which would be used for news, reports and publicising events. The weekly parental newsletter would be kept for functional and housekeeping items. The Head reported that other schools used Twitter to good effect. She was keen to reduce the amount of admin time spent formatting the current newsletter each week.</p> <p>The Committee discussed the merits of social media, including Facebook, which could be set to bar comments, unlike Twitter. The Committee felt that the item required further research. PC offered to assist with this.</p>	
12.	<p>Agree feedback to full governing body and messages for governor news</p> <p>Feedback would include budget planning and discussions around after school, breakfast and holiday club provision, including the not insignificant waiting list for the former.</p>	

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13.	<p>AOB</p> <p>Cycle and scooter racks The Head discussed plans to create some cycle and scooter parking provision at the front of the school, to the right of the reception entrance, in order to create additional useable playground space at the rear of the school. Some covered racks would remain at the rear.</p> <p>The Committee was in agreement that good cycle and scooter provision was important given the road traffic issues at the start and end of the school day. The Committee agreed to the idea in principle and asked TF to provide further details and costings.</p>	<p>TF – circulate plans and costings for alternative cycle and scooter provision.</p>
	<p>Date of next meeting: Tuesday 3rd May 2016 (budget approval)</p>	

All decisions pay due regard to the school's equality policy and the Equality Act 2010

Abbreviations: KS – key stage, PP – pupil premium, SFVS – schools financial value standard, BCR – budgetary control report, AH – Assistant Head, MPS – main pay scale.